

Enrolment Zone

Overview

The Board of Trustees is responsible for administration of the enrolment scheme.

1. If there is any potential conflict of interests with any of Board of Trustees members then this person will stand down from any decision making.
2. The Board will advertise in a local newspaper that the enrolment zone is in place and will include:
 - Zone Map available for inspection at School Office and on School website www.otatara.school.nz
 - Procedure available at School Office and on school website www.otatara.school.nz
3. The key dates for advertising are approximately as follows:
 - Advertise no later than 15th October
 - Ballot no later than 30th October
4. At any time of pre-enrolment, the school will seek proof of residence from applicants. Suitable proof may be in the form of a power bill, bank statement, rates demand, lease or tenancy agreement.
5. If a Ballot is required the draw will be on the basis of priority as per Section 11F and 11G of the Education Act 1989.
6. The priority for enrolment for out of zone students will be as follows:
 - a. Siblings of existing students
 - b. Siblings of former students
 - c. Children of board members or employees
 - d. All others
7. A ballot will be in the form of a student names being put into a container with one of the following personal conducting the ballot: a Justice of the Peace, Practising Lawyer, Sworn Member of Police or Local Government Returning Officer.
8. Successful and unsuccessful candidates will be advised of the outcome of the ballot within seven days of the ballot.
9. Full documentation of the process and outcome of each ballot will be kept on the school records.